



## **TRANSFER OPPORTUNITY FOR CURRENT STATE EMPLOYEES**

**DEPARTMENT OF INDUSTRIAL RELATIONS  
DIVISION OF WORKERS' COMPENSATION - AUDIT UNIT**

### **WORKERS' COMPENSATION COMPLIANCE OFFICER**

Salary Range: \$4,467.00 - \$5,431.00

Location: 320 West 4<sup>th</sup> Street, Los Angeles, Ca. 90013

**Duties:** The Workers' Compensation Compliance Officer (WCCO) within the Audit Unit of the Division of Workers' Compensation audits claim files of workers' compensation insurers, self-insured employers, and third-party administrators to ensure compliance with state law and regulations of the Administrative Director

The WCCO coordinates audits, determines sample size, selects claims, and notifies audit subjects of audits. Compiles data, identifies and documents violations, and determines administrative penalties. Issues audit reports with Notices of Penalty Assessments and Notices of Compensation Due. Conducts post-audit conferences and explains any penalty assessments. Follows up with audit subjects to ensure audit compliance, including the payment of penalties assessed. Special Personal Characteristics: Willingness to travel and work irregular hours.

**SROA and Surplus Employees will be given first consideration and are encouraged to apply. Current State employees** who are eligible for transfer or list appointment to the above class may apply by sending an application to:

Department of Industrial Relations  
Division of Workers' Compensation  
P.O. Box 420603, San Francisco, CA 94142-0603  
**Attention: Venus Smith (510) 286-7091**

**Applications will be accepted until February 15, 2007. Applications will be reviewed and interviews for some or all applicants may be scheduled subsequently.**

CALIFORNIA STATE GOVERNMENT - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

1/25/2007

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